

EXECUTIVE SUMMARY

MEMORANDUM FOR DRMS-DX

FROM: DRMS-DDA, Janine
December 9, 1998

PURPOSE: Update instruction

SUBJECT: DRMS Instruction 5000.1

DISCUSSION:

- Enclosed instruction is to be updated once a year and posted on the Internal Page of our Web Site.

RECOMMENDATION:

DRMS-DX sign regulation _____

DRMS Directive 5000.1

DRMS-DD

January 1, 1999

DELEGATION OF SIGNATURE AUTHORITY

- A. REFERENCES. DRMS Directive 5000.1, Delegation of Signature Authority dated May 1997 (hereby superseded).
- B. PURPOSE. This directive:
1. Supersedes reference A.
 2. This directive sets forth policy for delegation of signature authority within the Defense Reutilization and Marketing Service.
- C. APPLICABILITY AND SCOPE. This directive applies to all organizational staff elements of DRMS.
- D. DEFINITIONS.
1. Executive Director. The Deputy to the Commander of the Defense Reutilization and Marketing Service located in Battle Creek, MI.
 2. Region Commanders. The Heads of DRMS National and DRMS International.
 3. Executive Vice President. The Heads of Marketplace, Utility, Information Processes, Corporate Planning and the Legal Office located in Battle Creek, MI.
 4. Vice President. The Heads of DRMS Directorates, the Service Centers and Offices located in Battle Creek, MI.
 5. DLA Office Designations.
 - a. Directorate level offices are designated with either two or three digit office symbols, example: DLA-FO or DLA-CAH
 - b. Division level offices are designated with four digit office symbols, example: DLA-CAHM.
 - c. Branch level offices are designated with five digit office symbols, example: DLA-CAHMQ.

6. DLSC Office Designations.
 - a. Directorate level offices are designated with one digit office symbols, example: DLSC-L
 - b. Division level offices are designated with two digit office symbols, example: DLSC-LC.

E. POLICY.

1. The Commander and Executive Director will sign:
 - a. Correspondence addressed to directorate level or higher in HQ DLA.
 - b. Correspondence addressed to outside activities/agencies at the command level.
 - c. All interim and final replies to congressional correspondence.
 - d. All interim and final replies to Defense Hotline Referrals.
 - e. Correspondence in response to communications signed by a general or flag officer. Responses to papers personally signed by the Director or Deputy Director, DLA. Responses to papers personally signed by the Commander or Deputy Commander, DLSC or an Executive Director (DLSC-L).
 - f. Communications in response to correspondence which involves irregularities or jurisdiction, or are critical, derogatory, or nonconcurring in nature, e.g.:
 - (1) Communications nonconcurring in proposals initiated by HQ DLA.
 - (2) Communications declining a request for service made by a military department or civilian agency.
 - (3) Communications informing HQ DLA that commitments cannot be undertaken or that deadlines cannot be met.
 - (4) Communications involving requests for changes to directives that were established by higher or lateral authorities; and answers to lower echelons regarding their appeals to decisions made at HQ DRMS.
 - (5) Communications involving financial or property irregularities, censure, reprimand, or formal investigation of an organization or individual.
 - g. Correspondence which commits DRMS to significant expenditures of resources, e.g.:
 - (1) Communications committing significant resources in terms of manhours or money.
 - (2) Budget and apportionment requests.
 - h. Correspondence which changes established policy, e.g.:
 - (1) Communications recommending policy or change in policy to HQ DLA.
 - (2) Communications announcing new, changes to, statement of, or

deviations from, basic DRMS policy.

- i. Communications on subjects known or determined to be of interest to the DRMS Commander or Executive Director, e.g.:
 - (1) Communications in final form when the Commander or Executive Director have participated in the drafting.
 - (2) Communications which, in the judgment of DRMS Vice Presidents, are of significance to warrant signature by the Commander or Executive Director.
 - (3) All other communications which the Region Commanders or EVPs determine to be of sufficient significance to warrant referral.
2. The Region Commanders are delegated authority to sign:
 - a. Communications on matters within the sphere of their assigned functional area of responsibility. The Region Commander for DRMS International is empowered to sign correspondence and formulate responses consistent with that position and commander for the centralized management of DRMS activities within Europe and Asia.
 - b. Noncommittal acknowledgments to congressional correspondence. These acknowledgments must be dispatched within two workdays of receipt and will contain a brief identification of the subject of the inquiry and a statement that the communication has been forwarded to HQ DRMS in consonance with applicable command policy. DRMS Region Commanders will forward the communication and a copy of the acknowledgment, along with all available information on which to base a reply, to HQ DRMS.
 - c. In the absence of the Region Commander, the Deputy may sign correspondence which would have been signed by the Region Commander if he were present. Any other delegation authority must be in writing on a case by case basis.
 - d. The Region Commander may redelegate signature authority in writing to Zone Managers and DRMO Chiefs where applicable with assigned operational responsibility.
3. The Executive Vice Presidents are delegated authority to sign:
 - a. Communications addressed to division or branch level in HQ DLA, i.e., DLA-CAHMQ, DLSC-LC.
 - b. Correspondence on matters within the sphere of their organizational area of control to the lowest practicable level consistent with assigned operational responsibility.
 - c. In the absence of the EVP, the Acting EVP may sign correspondence which would have been signed by the EVP if s/he were present. Any other delegation authority must be in writing on a case by case basis, i.e., Acting Vice Presidents.

F. RESPONSIBILITY. The DRMS Commander, Executive Director, Region Commanders, Executive Vice Presidents and Vice Presidents have direct responsibility for implementing this directive.

G. EFFECTIVE DATE AND IMPLEMENTATION. This publication is effective and shall be implemented upon distribution.

H. INFORMATION REQUIREMENTS: (Reserved for future use.)

BY ORDER OF THE COMMANDER

ROLAND V. JOHNSON
LTC, OD, ARNG
Executive Officer